

<p align="center">CM/ECF</p> <p align="center">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter IV</p> <p align="center">Queries and Reports</p>
	<p align="center">Section 1</p> <p align="center">Reports - Query</p>

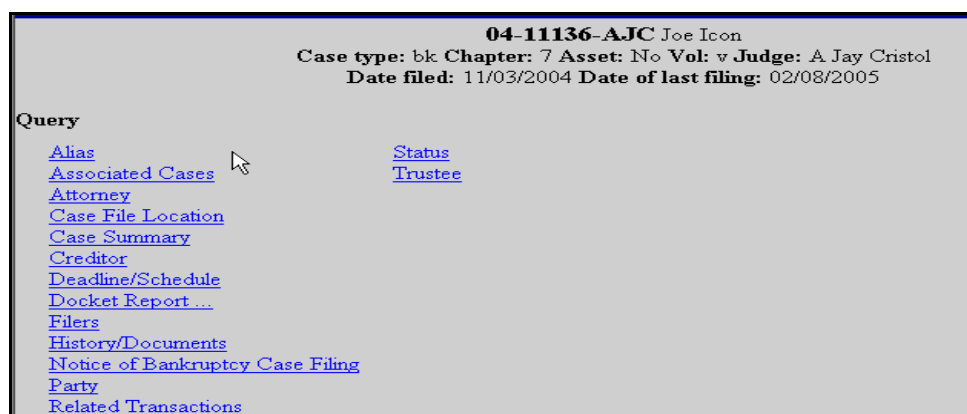
This procedure demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, and much more. Access to the query option requires a **PACER login and password**. **Once logged in the system will not prompt you for the pacer login, password unless you log out of the system.**

- STEP 1 Select **Query** from the main menu.
- STEP 2 The **PACER** login screen will display. Enter your login/password. Click **Login**.
NOTE - We do not recommend clicking on the check box at *"Make this my default PACER login."*
- STEP 3 The **Query** search screen will display. The options listed on the screen are the Search Clues.
- ◆ Enter the information upon which the Query Search should be based. For a case specific search enter a complete case number. If you know the party type, make a selection by using the drop down list.
 - ◆ Click **Run Query** or **Clear** to return to the system's default.

- ◆ **Query Search using a name:** If the query finds more than one case that matched the name criteria, a list of matches will be presented. Click on the hypertext link for the desired match.
- STEP 4 When a single case is identified, the Query menu is displayed. Some options, such as "Related Transactions", are themselves queries with further selection criteria (designated by "..." after the name).

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- ◆ Basic case information is listed at the top of the query menu screen. Click any hyperlink for additional options.



- ◆ **Alias** - Provides all, if any, aliases for the case.
- ◆ **Associated Cases** - Provides any associated cases, such as adversary proceedings or jointly administered cases.
- ◆ **Attorney** - Provides names, addresses, and phone numbers of the case attorneys and the party representation.
- ◆ **Case File Location** - Advises of the file location, if applicable.
- ◆ **Case Summary** - Provides primary case summary information; including (but not limited to) divisional venue, filed date, general case information, case status, pending status, list of parties, etc.
- ◆ **Creditor** - Displays a hypertext link to the Creditor Report which permits viewing of the creditor names and addresses.
- ◆ **Deadline/Schedule** - Provides a hypertext link which summarizes the status of any deadlines or hearings. A drop down list provides organization choices of how the data appears on the user's screen, and a button is provided to view the docket information and any links for each entry.
- ◆ **Docket Report** - Provides the case docket, and allows it to be displayed according to desired search criteria.


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- ◆ To access an NEF, place a check mark in the box

<input checked="" type="checkbox"/> Include links to Notice of Electronic Filing
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- ◆ Click **Run Report**.

To access the NEF, click the silver ball preceding the document number.

12/14/2004	 4	Complaint by HighTower Inc against Bambi Poole. Filing Fee Paid. Nature of Suit: 424 (Obj/Revocation Discharge 727) (Attachments: # 1 Complaint Cover Sheet) (Shuler, Pam) (Entered: 12/14/2004)
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- ◆ **Filers** - Provides the names and party type of all parties in the case, along with a hypertext link which provides a list of documents submitted by each filer.

The following are available within the document list:

- Access to a document image is obtained by clicking on the document number hypertext link.
- Access to a additional docket information can be obtained by clicking on the silver ball next to each document. **NOTE** - Within this link there is also a hypertext link to the document image.

- ◆ **History/Documents** - Provides a hypertext link to the docket entries which can display all or selected events with attached documents. Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the most recent documents first.
- ◆ **Notice of Bankruptcy Filing** - Provides a view of the official electronic notice of filing of a case. This document contains the court seal and may be re-printed at any time.
- ◆ **Party** - Provides names and addresses of all parties in the selected case, as well as their counsel.

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- ◆ **Related Transactions** - Shows docket entries by group with other related docket entries. This option contains multiple search criteria, as well as links to docket text data and PDF images.
 - a. Access to a document image is obtained by clicking on the document number hypertext link.
 - b. Access to a the complete title of the document and any related entries click on the silver ball next to each document. NOTE - Within this process there is also a hypertext link to the document image.
- ◆ **Status** - Provides pending and terminated status information for the case.
- ◆ **Trustee** - Provides the name and address of the trustee assigned to the case.